

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers

DATE: September 2008

FROM: Marc A. Leonetti, State Controller

SUBJECT: EMPLOYER PROVIDED VEHICLES, REVISED PROCEDURE A-51 and
EMPLOYER PROVIDED CELL PHONES, PROCEDURE A-54
CFO 08-27- Amended

VEHICLE

One of the A-51 forms and the annual vehicle usage report form must be completed, signed, dated, and submitted by each employee to whom a vehicle is assigned or used. The employee must return one copy of his/her completed A-51 form and the completed annual vehicle usage report to your department/agency payroll office on or before **November 17, 2008**. *The vehicle cents per mile rate to be used for November 1, 2007 through December 31, 2007 is \$0.485 cents per mile; the rate for the period January 1, 2008 through October 31, 2008 is \$0.505 cents per mile.*

CELLULAR TELEPHONE

One A-54 form must be completed, signed, dated, and submitted by each employee to whom a cellular telephone is **assigned or used**. The employee must return one copy of his/her completed A-54 form to your department/agency payroll office **on or before November 17, 2008**.

GENERAL

All of the reporting forms and Procedures A-51 and A-54 are available at the Office of Accounts and Control website: <http://www.controller.admin.ri.gov>

Your department/agency payroll office will forward one copy of each form to the Office of Accounts and Control, Payroll Audit Section, One Capitol Hill,

Providence, RI 02908-5883 **on or before November 21, 2008.** They can make and retain one copy for their files.

The Taxable fringe benefit amount, as reported on the completed A-51 and A-54 forms, will be entered on the Payroll Master File and will be reported in the "fringe benefit" column of the Payroll Attendance Report (A-80) by the Office of Accounts and Control **during the payroll periods beginning November 28, 2008 and ending December 26, 2008.** The completed annual vehicle usage reports for each employee will be matched to a completed A-51 form to ensure that each employee completed both forms. The annual vehicle usage forms will be forwarded to the Division of Facilities Management.

Please contact me at 222-6731 with any questions concerning this subject matter.

cc: Chief Payroll Officers